



Paraeducator Certification Renewal Application

State of Iowa
Board of Educational
Examiners
Licensure
Grimes State Office Building
Des Moines, Iowa 50319-0146

(revised 8/05)

Instructions:

1. Complete this renewal application form.
2. Enclose the \$40.00 non-refundable application fee made payable to the Board of Educational Examiners.
3. Attach official/original college transcripts of credit, or staff development verification of successful completion of coursework totaling three units in any combination listed below:
 - a. One unit may be earned for each hour of credit which leads to the completion of the requirements for an area of concentration not currently held.
 - b. One unit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing and mathematics.
 - c. One unit may be earned for each hour of credit completed which supports either the building's or district's career development plan.
 - d. One unit may be earned for each semester hour of college credit.
4. Renewal requirements for the paraeducator certificate include verification of completion of a mandatory child and dependent adult abuse class approved by the state abuse education review panel. Please submit a photocopy of the certificate that you received upon completion of the course. The class must have been completed within the past five years.
5. Please allow 6 to 8 weeks to process.

To be completed by applicant

Applicant's Folder # (not yet assigned.)	Social Security #	Date of Birth	Month	Year
<input type="checkbox"/> Male Last Name	First Name	Middle Name	Maiden Name	
<input type="checkbox"/>				
Street and number or RFD	City	State	Zip Code	
Home Phone () - - - - - -	Business Phone () - - - - - -	Email Address _____		

STATEMENT OF FRAUD: Fraud in procurement of a license or falsifying records for licensure purposes will constitute grounds for filing a complaint with the Iowa Board of Educational Examiners.

- a. Yes____ No____ Do you have a high school diploma or GED? If so, month and year completed _____
- b. Yes____ No____ 'PR____ Have you ever been convicted of a felony?
- c. Yes____ No____ 'PR____ Have you ever been convicted of a crime other than parking or speeding violations?
- d. Yes____ No____ 'PR____ Have you ever had a founded report of child abuse made against you?
- e. Yes____ No____ 'PR____ Have you ever had an educational license revoked or suspended?

For any "Yes" response to letters b through e, attach a written explanation on 8 1/2 x 11" paper. Be sure to include the date of the violation. DO NOT explain on this application form. *If you have reported a "Yes" response on a previous application, check PR (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant _____

Date _____

The paraeducator certificate is valid for 5 years, and shall expire five years from the date of issuance.

Renewal requirements.

The paraeducator certificate may be renewed upon application, payment of a \$40 renewal fee, and verification of successful completion of coursework totaling three units in any combination listed below:

- a. One unit may be earned for each hour of credit which leads to the completion of the requirements for an area of concentration not currently held.
- b. One unit may be earned for each hour of credit that will assist a paraeducator to demonstrate the knowledge of and the ability to assist in reading, writing and mathematics.
- c. One unit may be earned for each hour of credit completed which supports either the building's or district's career development plan.
- d. One unit may be earned for each semester hour of college credit.

Effective September 1, 2002, all applicants renewing a paraeducator certificate must submit documentation of completion of the child and dependent adult abuse training approved by the state abuse education review panel. A waiver of this requirement may apply under the following conditions with appropriate documentation of any of the following:

- a. A person is engaged in active duty in the military service of this state or of the United States.
- b. The application of this requirement would impose an undue hardship on the person for whom the waiver is requested.
- c. A person is practicing a licensed profession outside this state.
- d. A person is otherwise subject to circumstances that would preclude the person from satisfying the approved child and dependent adult abuse training in this state.